

A CHANGE OF PLACE, LLC  
PO BOX 13  
MOUNTAIN HOME, ID 83647  
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## VACATING INSTRUCTIONS

Dear Tenant:

You have given your notice to vacate the premises you have leased. We will conduct a thorough exit walkthrough with you once you have all of your personal belongings out of the home/apartment, it has been thoroughly cleaned, and all carpets have been cleaned.

We can recommend Ari's carpet cleaning for your carpets: 208-272-1916, please present your receipt at your walkthrough. If you will need a house cleaner, I can recommend Shea Winters (Bless this Mess) 208-610-2376 or Daryn Norris 208-501-3822. Please have your carpets cleaned last, so workers are not walking on carpets that have been cleaned. If you, or movers or pets are on the carpets after they have been cleaned, you may have to repeat the cleaning at your expense.

If you'll need a handyman for nail hole filling or any repairs, please contact Roger Jonas at 801-455-7131 or Addison Dolby at 831-537-4847.

Please contact Jessica at 208-590-3255 to set up your appointment for your exit walkthrough at least one week in advance to get on her calendar. In preparation for her arrival, please have all cabinets and drawers open, and have your carpet cleaning receipt ready to present to her.

What we look for on the walkthrough is behind all appliances including washer and dryer, to insure the floor has been mopped and swept, and the appliances themselves are clean. Please make sure to empty lint traps and clean all soap and hair from the washing machine. Clean the door of the dishwasher, and insure that the oven is cleaned as well as the storage door under it. I look to make sure all drawers are bared, and wiped down. Bathrooms must be cleaned and sanitized; no toilet rings. I look at all Window tracks to make sure those are clean, and all blinds are clean and dust free. All nail holes must be filled, and painted to match the surrounding wall, if the wall has texture, you must texture the filled patch. Working bulbs in all fixtures, lawn is mowed, weeds pulled and all animal feces picked up and removed. Garage swept. FURNACE FILTERS CHANGED TO NEW. These are the basic highlights.

**\*\*\***The best thing to do is to is when you remove your pictures, fill your holes THEN. That way you don't miss any. Just buy spackle and take only a small amount of it with a Qtip, dab it into the hole, and then come right behind that with the matching paint using the other end of the Qtip.**\*\*\*** Now obviously that isn't going to work for filling holes where a TV mount was, those will be bigger, but this technique works really well for the small holes. Hope that helps!

If there isn't any paint leftover anywhere in the house, simply remove an outlet cover and chip off a little paint there, and take the chip to Carr's home Lumber here in town or Lowes or Home Depot in Boise, and ask them to paint match the sample there.

Hope this helps you with a successful exit walkthrough. We are allowed to return security deposits returned within 21 days of your exit walkthrough, but typically we get them returned much sooner. Please have your forwarding address for us to mail your deposit to you, if you prefer that. If you bank locally, we can deposit it directly to your account. If you do NOT bank locally, you can leave us your bank information and we can pay it directly to your account via PAYLEASE. We give you choices for this.

\*Carpeting will be thoroughly vacuumed and professionally steam cleaned. You MUST provide us with a receipt at your exit walkthrough demonstrating that you had had the carpet professionally steam cleaned. You may contact us for a list of carpet cleaners. If you have a pet, you MUST have a pet deodorizer put down at the time you have the carpets cleaned, and the receipt must state that you've had this done.

**\*\*CARPET CLEANING MUST BE DONE LAST. IF PEOPLE OR PETS ARE ON THE CARPETS ONCE THEY HAVE BEEN CLEANED, YOU MAY HAVE TO REPEAT CARPET CLEANING AT YOUR EXPENSE.\*\***

\*Walls brush cleaned or washed (especially bathroom and kitchen areas). All nail/screw holes, curtain hardware etc. filled, and painted over. Paint must match.

- \*Windows (inside and out), window tracks, window coverings and ceiling fans cleaned. This includes sliding glass doors and French doors.
- \*All bare floors and countertops to be thoroughly cleaned. All drawers, closet shelving, and cabinets must be thoroughly wiped down.
- \*Refrigerator, and freezer thoroughly cleaned, and floor cleaned under appliance. In cases where an icemaker/water dispenser are part of the refrigerator, please make sure filter has been changed within the past month.
- \*Range, oven, ovenhood or microhood and dishwasher completely cleaned, and floor cleaned under appliance. Have appliance pulled out from wall for inspection.
- \*Cabinets left bared and cleaned. Please insure they are all opened and ready for inspection.
- \*All trash and unwanted material removed in home, garage, utility sheds and exterior grounds.
- \*Lawn mowed and trimmed, all animal feces removed, and left in satisfactory condition. All flower beds must be weeded, and all weeds on premises must be pulled.
- \*Working light bulbs in all light fixtures.
- \*Clean filters in all return air vents and furnace.
- \*Any damage to the yard due to your animal must be rectified, including but not limited to holes filled, and areas reseeded.

**\*\*You may contact us for a list of cleaning professionals should you decide not to do the cleaning yourself. \*\***

**\*\*You may contact us for a list of handymen if you have repairs that need to be made prior to your walkthrough. \*\***

Any **damage** found will be your responsibility to have repaired. We will then re-inspect once the damage has been professionally repaired. We can provide a list of professionals upon request.

You will need to be ready for us to show your home/apartment at any time. Since you have given notice, you are immediately on notice that the home/apartment is available to show. We will do our best to give you as much notice as possible, but many times we have potential tenants that want to see the home/apartment quickly. We will attempt to call you for access to your home. If you do not answer your phone, we will let ourselves in to show the home/apartment. Whenever possible, we will give you as much advanced notice as possible. Please keep your home neat and tidy, and ready for showings. Our job is to find a replacement tenant as soon as possible.